

U.S. House of Representatives  
Committee on Ethics

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Name of Traveler: Zach Eckstein
2. a. Name of accompanying relative: \_\_\_\_\_ or None ☒  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates of departure and return: Departure: 8/30/18 Return: 8/30/18  
b. Dates at personal expense (if any): \_\_\_\_\_ or None ☒
4. Departure city: Washington, DC Destination: Franklin, VA Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): American Forest & Paper Association
6. Describe meetings and events attended: Viewed a presentation on the business, production and production cycle, then took a guided tour of the mill floor
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
  - a. ☐ a completed Sponsor Post-Travel Disclosure Form;
  - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
  - c. ☒ page 2 of the completed Traveler Form submitted by the employee; and
  - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box): ☒  
b. If not, explain: \_\_\_\_\_

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: Zach Eckstein DATE: 9/5/18

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Josh Gottheimer DATE: 9/5/18

SIGNATURE OF SUPERVISING MEMBER: \_\_\_\_\_

(11)

U.S. House of Representatives  
Committee on Ethics

## SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Sponsor(s) (who paid for the trip): International Paper (secondary sponsor - paid)  
American Forest & Paper Association (primary sponsor - organized)
2. Travel Destination(s): Franklin, VA
3. Date of Departure: 08/30/2018 Date of Return: 08/30/2018
4. Name(s) of Traveler(s): Jake Rascoff, Zach Eckstein, Alejandro Renteria, Eric Lausten  
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$331	\$0	\$26.49	\$0
Accompanying Relative	\$0	\$0	\$0	\$0

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: Laura Pickard Title: Manager, PAC & Grassroots

Organization: American Forest & Paper Association

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 1101 K Street NW, Suite 700

Washington, DC 20005

Telephone number: 202-463-2755

Email Address: laura\_pickard@afandpa.org

*Committee staff may contact the above-named individual if additional information is required.*

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Zach Eckstein
2. Sponsor(s) (who will be paying for the trip): American Forest & Paper Association
3. Travel destination(s): Franklin Falls Pulp Mill - Highway 58 E, Franklin, VA 23851
4. a. Date of departure 8/30/2018 Date of return: 8/30/2018  
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No  
If yes, dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No  
b. If yes:  
(1) Name of accompanying relative: \_\_\_\_\_  
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_  
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No  
b. If yes, explain why the second night of lodging is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No  
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.  
As Legislative Correspondent handling Small Business issues for the Congressman, this trip will allow me to gain in-person insight to a small business and see the effects of federal policies set by Congress.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

10. **FOR STAFF TRAVELERS:**

**TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

**ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL**

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 7/30/18

[Signature]  
Signature of Employing Member

U.S. House of Representatives  
Committee on Ethics

**PRIMARY TRIP SPONSOR FORM**

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site ([ethics.house.gov](http://ethics.house.gov)) provides detailed instructions for filling out the form.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor (who will be paying for the trip): American Forest & Paper Association
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
  - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☐ or
  - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or.
  - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☒If "c" is checked, list the names of the additional sponsors: International Paper will be providing operational support as well as funding for the trip.
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):  
See attachment 1
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: 08/30/2018 Date of return: 08/30/2018
7. a. City of departure: Washington, DC  
b. Destination(s): Franklin Fluff Pulp Mill - Highway 58 E, Franklin, VA 23851  
c. City of return: Washington, DC
8. I represent that (check one of the following):
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☐ or
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☒
9. Check one of the following:
  - a. I checked 8(a) or (b) above: ☐
  - b. I checked 8(c) above but am not offering any lodging: ☒
  - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
  - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: \_\_\_\_\_

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒
11. Check one:
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or
- b. N/A – trip sponsor is a U.S. institution of higher education. ☐
12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:
- International Paper is the leading manufacturer of paper products in the United States. As pulp is one of their main products, they have an interest in showcasing one of the largest mills in the country to key congressional staff. International Paper has offered to help coordinate and fund travel arrangements, and will send essential personnel to the mill to help facilitate questions. AF&PA is looking to partner with them to showcase their mill to educate staff on a variety of issues such as workforce, carbon neutrality, and infrastructure.
13. Answer parts a and b. Answer part c if necessary.
- a. Mode of travel: Air ☐ Rail ☐ Bus ☒ Car ☐ Other ☐ (Specify: \_\_\_\_\_)
- b. Class of travel: Coach ☐ Business ☐ First ☐ Charter ☒ Other ☐ (Specify: \_\_\_\_\_)
- c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:
- To accomplish the goals of the trip, a small bus must be chartered.
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒
15. I represent that either (check one of the following):
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or
- b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒
- If "b" is checked:
- 1) Detail the cost per day of meals (approximate cost may be provided): \_\_\_\_\_
- Breakfast cost: est. \$11 Lunch Cost: est. \$12
- 2) Provide reason for selecting the location of the event or trip: \_\_\_\_\_
- The Franklin Fluff Pulp Mill was chosen as a prime location to demonstrate the pulp production process and to put related legislative policy concerns in a concrete context.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel name: N/A City: \_\_\_\_\_ Cost per night: \_\_\_\_\_
- Reason(s) for selecting: \_\_\_\_\_
- Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_
- Reason(s) for selecting: \_\_\_\_\_
- Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_
- Reason(s) for selecting: \_\_\_\_\_

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$021 (share of bus chartering expense per participant)		\$23
For each accompanying relative			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee		
For each accompanying relative		


**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ or  
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: Laura Pickard

Title: Manager, PAC + Grassroots

Organization: AF+PA

Address: 1101 K Street NW, Washington DC 20005

Telephone number: 202-463-2755

Email address: laura\_pickard@afandpa.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)



U.S. House of Representatives  
Committee on Ethics

**NON-GRANTMAKING TRIP SPONSOR FORM**

This form should be completed by a private individual or entity that provides funds, services, or in-kind donations to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. A Non-Grantmaking Sponsor that has a direct involvement in planning, organizing, conducting, or participating in the trip must complete this form. **Provide a copy of your completed form to the primary sponsor of the trip.**

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Name of your organization: International Paper
2. Name of Primary Trip Sponsor: American Forest & Paper Association
3. My organization has provided funds to the above-named Primary Trip Sponsor to pay all or part of the expenses for a trip to (destination) Franklin Fluff Pulp Mill - Franklin, VA  
on (date) 08/30/2018 that primarily is being organized or arranged by the above-named Primary Trip Sponsor. ☒ Yes ☐ No
4. My organization has had a direct role in the organizing, planning, arranging, or will have a role in conducting, the trip identified in response to Question 3 or an event that will occur during that trip.  
☒ Yes ☐ No
5. Check one:
  - a. ☐ My organization does not employ or retain a registered federal lobbyist or foreign agent *or*
  - b. ☒ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
6. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒
7. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: \_\_\_\_\_

Name: Charles Logan, Jr.

Title: Government Relations Associate

Organization: International Paper

Address: 1101 Pennsylvania Ave. NW Suite 200

Telephone number: (202) 628-1310

Email Address: charles.logan@ipaper.com

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)

Susan W. Brooks, Indiana  
*Chairwoman*  
Theodore E. Deutch, Florida  
*Ranking Member*

Kenny Marchant, Texas  
Leonard Lance, New Jersey  
Mimi Walters, California  
John Ratcliffe, Texas

Yvette D. Clarke, New York  
Jared Polis, Colorado  
Anthony Brown, Maryland  
Steve Cohen, Tennessee



ONE HUNDRED FIFTEENTH CONGRESS

## U.S. House of Representatives

### COMMITTEE ON ETHICS

August 24, 2018

Thomas A. Rust  
*Staff Director and Chief Counsel*

Donna Herbert  
*Director of Administration*

Megan Savage  
*Chief of Staff and Counsel to  
the Chairwoman*

Daniel J. Taylor  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

Mr. Zach Eckstein  
Office of the Honorable Josh Gottheimer  
213 Cannon House Office Building  
Washington, DC 20515

Dear Mr. Eckstein:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Franklin, Virginia, scheduled for August 30, 2018, sponsored by the American Forest & Paper Association and International Paper. We remind you that, because the trip sponsors employ a federal lobbyist, you may participate in officially-connected activity on one calendar day only.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Susan W. Brooks  
Chairwoman

Theodore E. Deutch  
Ranking Member

SWB/TED:adw





**American  
Forest & Paper  
Association**

**INTERNATIONAL  PAPER**

## **Franklin Mill Tour Agenda:**

**9:00am – Meet on Capitol Hill to Board Bus for Franklin, VA (est. travel time – 3 hours)**

**12:00pm – Arrive a Mill for Tour (est. tour time – 3 hours)**

- Guest will have the opportunity to see the mill first hand and get a better understanding of the production process of the pulp.
- Staff will be provided opportunities to ask questions related to their policy interest areas.

**3:00pm – Board Bus back to Washington (est. travel time – 3 hours)**

**6:00pm – Arrive back in Washington**

*End of Trip*

#### Attachment 1: House Invitees

- Tricia Russell
  - Chief of Staff, Rep. Josh Gottheimer
  - 
  - (202) 225-4465
  - As one of the largest producers of fluff pulp in the country, we are looking to showcase International Paper's mill and its operations to various House staff members. As a member of the Climate Solutions Caucus, we would like to educate his staff about our carbon neutrality position. As Chief of Staff, Tricia will be able to see pulp production directly to aid and educate her staff.
- Jake Rascoff
  - Legislative Assistant, Rep. Josh Gottheimer
  - 
  - (202) 225-4465
  - As one of the largest producers of fluff pulp in the country, we are looking to showcase International Paper's mill and its operations to various House staff members. As a member of the Climate Solutions Caucus, we would like to educate his staff about our carbon neutrality position. Jake is being invited for a hands on learning experience to better understand how mills work.
- Zach Eckstein
  - Legislative Correspondent, Rep. Josh Gottheimer
  - 
  - (202) 225-4465
  - As one of the largest producers of fluff pulp in the country, we are looking to showcase International Paper's mill and its operations to various House staff members. As a member of the Climate Solutions Caucus, we would like to educate his staff about our carbon neutrality position. As Legislative Correspondent, Zach will be able to see pulp production in order to better craft the congressman's message.
- Laurie Saroff
  - Chief of Staff, Rep. Lou Correa
  - 
  - (202) 225-2965
  - As one of the largest producers of fluff pulp in the country, we are looking to showcase International Paper's mill and its operations to various House staff members. Rep. Correa's state is home to over 26 paper facilities. As Laurie's policy portfolio contains transportation, she will be interested to see the shipping component to the mill and how they get their product to the States and around the world.
- Alejandro Renteria
  - Legislative Director, Rep. Lou Correa
  - 
  - (202) 225-2965
  - As one of the largest producers of fluff pulp in the country, we are looking to showcase International Paper's mill and its operations to various House staff members. Rep. Correa's state is home to over 26 paper facilities. As Legislative Director, Alejandro will



Please join

American Forest & Paper Association and International Paper

To tour the Franklin Fluff Pulp Mill

When:

Thursday, August 30, 2018

9:00am-6:00pm

Where:

International Paper Franklin Mill  
34040 Union Camp Drive Franklin, VA 23851

*Transportation by bus to and from the mill will be provided*

#### About the Mill:

The Franklin Mill was originally established in 1855 when the sawmill became the first forest products operation on the mill site. In 1886, the mill was purchased by brothers James, Paul and Robert Camp and evolved into Camp Manufacturing Company, a sawmill and lumbering operation. Papermaking began on site in 1937. In 1965, the company was renamed Union Camp Corporation, and in 1999, Union Camp merged with International Paper. The Mill was closed in 2010, but shortly thereafter, International Paper announced it would reopen a portion of the facility to manufacture fluff pulp in response to a growing market for the product. Renovations began in 2011, with start-up of the mill in mid-2012.